

WANTED: A versatile **RAPID RE-HOUSING FUND COORDINATOR** at ACT!

WHY WORK AT ACT?

At ACT, we work with our member agencies to improve the lives of people impacted by HIV/AIDS and related health issues by ensuring they have access to health, housing, and support services. We are a non-profit organization that is passionate about our work and strive to lead through innovation, make measurable progress, collaborate for greater impact, and respect the choices of our clients.

WHAT WILL YOU DO AS RAPID RE-HOUSING FUND COORDINATOR?

You will do a lot! Most importantly, you will track client applications and determine eligibility for a number of housing programs. The application process includes logging incoming requests, ensuring proper client documentation, preparing status letters, and entering data into electronic databases. You will also arrange housing inspections and ensure rent reasonableness for potential residences. You will accomplish your job duties by building and maintaining relationships with housing and domestic violence service providers, case managers, and the Coordinated Access Networks.

Additionally, you will be expected to develop and maintain a database and email distribution list of state case managers and programs serving those who have experienced domestic violence. You will also create and update policies and procedures, provide technical assistance on policies and procedures, and abide by funder standards.

But wait, there's more! You will also perform monthly reconciliation of databases and referrals and prepare reports as necessary.

For this position, we are looking for someone who is able to work in a sensitive manner with clients who have experienced domestic violence, and collaborate with agencies who provide services for those who have experience domestic violence. Confidentiality is of the utmost importance.

YOU MAY BE A GOOD FIT IF YOU:

- Believe in our mission and core values
- Are excited by the job duties
- Have the highest regard for discretion and confidentiality
- Are comfortable in a sex-positive environment
- Have a non-judgmental attitude when working with people of diverse backgrounds and viewpoints
- Have experience with domestic violence services agencies and/or those who have experienced domestic violence
- Have knowledge of Connecticut-based housing programs
- Strong attention to detail with the ability to manage applications for multiple programs
- Strong computer skills, including proficiency in the Microsoft Office Suite, and the ability to manage multiple spreadsheets
- Proven ability to handle a high volume of work

- Have excellent written and verbal communication skills
- Are a critical thinker, a problem solver, and resourceful
- Are creative, flexible, and able to work as part of a team
- Enjoy working in a fast-paced environment
- Are organized and able to manage your time independently
- Are willing to work in the Greater Hartford area

BONUS POINTS IF YOU HAVE:

- HMIS experience
- Knowledge of Coordinated Access Networks (CANs)
- A personal connection to AIDS Connecticut

WHAT WE OFFER FULL-TIME (35 hours per week) EMPLOYEES:

- Dedicated, diverse, and friendly co-workers – we even have a book and Spanish club!
- 12 agency holidays
- Generous paid time off
- Agency-subsidized medical, dental, and vision coverage and 100% paid short-term/long-term/life insurance
- 403(b) retirement plan with employer match of 50% up to 3% of pay
- Free off-street parking

SOUND LIKE A GOOD FIT?

If so, please send your resume and cover letter expressing interest in our mission to apply@aids-ct.org with “Rapid Re-Housing Fund Coordinator” in the subject line. Resumes received without a cover letter that demonstrates knowledge of ACT and a clear statement of how our mission aligns with your goals will not be considered. Candidates will be considered on a rolling basis until the position is filled. Due to the anticipated volume of responses, we will contact only those top candidates who most closely match our requirements. This is a non-exempt position with a pay rate of \$17.85 - \$19.00 per hour, commensurate with experience.

AIDS Connecticut, Inc. celebrates diversity and inclusion and is an Equal Employment Opportunity/Affirmative Action employer.